



## MARICOPA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

**Tuesday, August 18, 2015 at 9:00 A.M.**  
Maricopa County Human Services Security Building  
234 N. Central Avenue 3rd Floor, Sun Room  
Phoenix, Arizona 85004

**To attend via Conference call:**  
Please dial: 1.877.820.7831  
Access Code: 204107

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**Members Present:** Steve Troxel, Patricia Wallace, Shellie Frey, Tony Maldonado, Marie Sullivan

**Members Absent:** Rick McCartney, Kelsie McClendon, Jim Godfrey

**Staff Present:** Nancy Avina, Stacey Faulkner, Bruce Liggett, Jacqueline Edwards

**Guests Present:** None

### **I. Call to Order**

- a. Steve Troxel, Chair called the meeting to order at 9:21 a.m.

### **II. Discussion, Review, and Possible Action**

- a. Bylaws/Workforce Development Board (WDB)
  - Discussion was held about proceeding with bylaw review and voted on by deadline. Bruce Liggett, HSD Director gave information about process and deadlines. Regular full board meeting will be scheduled within next two weeks.
  - Steve Troxel suggested reviewing remaining articles, and then after reviewing changes made after initial review that reflect recommendations, Jacqueline Edwards informed changes also reflect direction from attorney. Notes from county attorney were presented.
  - Patricia Wallace, WDD Director expressed gratitude for executive committee flexibility, and Jaqueline Edwards work.
  - Discussion was held regarding changes incorporated in new draft, areas highlighted in yellow language changed, areas nothing changed/up for discussion will take to County attorney. Marie Sullivan requested a red line copy. Jaqueline Edwards requested consensus when making changes.
  - Review and discussion on remaining Articles, beginning with Article VII.
  - **Article VII Officers and their Election** Section 1 through 5, Jaqueline Edwards began review and explanation. Talked about striking out consecutive term limits. Discussion held on year terms. Extensive discussion on article held. Steve Troxel made a motion to accept Article VII as written with amendment to Section 3 A, and Section 2 A. **Marie Sullivan made motion to approve Article VII with amendments. Shellie Frey seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion carried.**
  - **Article VIII Committees** Section 1 through 5, Jacqueline Edwards reviewed each section in Article VIII. Executive committee members provided feedback, discussion held. Some verbiage was directly pulled from regulations/law. Youth council no longer required by WIOA, selected to keep it now Youth Committee, advisory function. Extensive discussion held on standing committees. Steve Troxel made a motion to accept Article VIII as written with amendments to Section 3 A, Section 4 D, and Section 5 A, new B, new C, and C as written. **Shellie Frey made**

**motion to approve Article VIII with amendments. Marie Sullivan seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion Carried.**

- **Article IX Meetings** Section 1 through 4, Jacqueline Edwards explained blue highlight means choice between Robert's rules or adopting Procedural Rules. Open meeting law training suggested. Extensive discussion held on sections. Steve Troxel made a motion to accept Article IX as written with amendments to Section 1 B, and Section 4 B, C, and E. **Shellie Frey made motion to approve Article IX with amendments. Tony Maldonado seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion Carried.**
- **Article X Conflict of Interest and Ethics** Section 1 and 2, Jacqueline Edwards explained language is standard came from state word-for-word. Correct typographical error. Review and discussion held. DES language. Steve Troxel made a motion to accept Article X as written. **Shellie Frey made motion to approve Article X with amendments. Tony Maldonado seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion Carried.**
- **Article XI Conflict Resolution**, Jacqueline Edwards reviewed new section. Required section, language may be revised. Revise typographical error. Steve Troxel made a motion to accept Article XI as written. **Shellie Frey made motion to approve Article XI. Marie Sullivan seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion Carried.**
- **Article XII Amendments**, Jacqueline Edwards reviewed section. Completely changed at direction of Attorney. Revise typographical errors. Review and discussion held. Steve Troxel made a motion to accept Article XII as written with amendments to B 1 and 2. **Tony Maldonado made motion to approve Article XII. Shellie Frey seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion Carried.**
- **Article XIII Severability**, no discussion. Steve Troxel made motion to approve Article XIII as is. **Marie Sullivan made motion to approve Article XIII. Shellie Frey seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion Carried.**
- Review of previously reviewed articles with suggested amendments. Jacqueline Edwards reviewed revisions. Bruce Liggett provided guidance. Extensive discussion held.
- Steve Troxel suggested giving board members current bylaws and draft bylaws. Marie Sullivan would like to see a red line copy. Jacqueline Edwards will create a red line copy and a final draft.
- **Article I Name and Establishment**, section 2. After review and discussion Steve Troxel made motion to approve Article I, section 2 with second sentence amendments. **Tony Maldonado made motion to approve Article 1 section 2. Marie Sullivan seconded motion. Ayes 4. Opposed 0. Abstained 0. Motion Carried.**
- Executive Committee 08/19/2015 at 8:30 a.m. cancelled.
- Next Full Board meeting will be scheduled for September 3, 2015 at 2:00 p.m. in person or via phone.

### **III. Adjourn**

- a. Steve Troxel adjourned meeting at 11:57 a.m.